

COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION DESCRIPTION

Position Title: Temporary After School Teachers

POSITION SUMMARY

This position is responsible for providing delivery of after school programming with Communities In Schools at a secondary site in the Kalamazoo Public Schools. The Temporary After School Teacher is responsible for creating and facilitating programming for students. S/he works closely with other youth development workers, instructional leads, and the temporary site coordinator to ensure that programming runs smoothly and is delivered in an effective manner on a daily basis. Report directly to temporary site coordinator and perform other duties needed.

Other responsibilities include:

- Develop age-appropriate activities and/or clubs related to reading, writing, math, and CIS selected themes.
- Manage and address student behavior.
- Serve as a positive role model for youth.
- Assist students with assigned homework.
- Responsible for participating in data evaluation and collection.
- Monitor and comply with Michigan childcare regulations for compliance to maintain quality standards.
- Exhibit a commitment to the values expressed in CIS mission and vision.
- Maintain the confidentiality of all CIS related information.
- Support the college-going culture within the Kalamazoo community.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Minimum of a Bachelor's degree in education or related area plus a minimum of three years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families.
- Must possess the necessary education, experience, or acceptable combination of the two to meet the School-age Program Director qualifications as defined in by the Licensing Rules for Child Care Centers of the State of Michigan Department of Human Services Office of Children and Adult Licensing (R 400.5302).

POSITION DETAILS/QUALIFICATIONS

- Certified teacher or equivalent credentials.
- This position is temporary and applies only through the end of the 2013-14 school year
And does not reflect the future or ongoing compensation of CIS
- Must meet DHS Licensing Requirements and have experience with adolescents and capable of supervising other
- Part-time position – 15-20 hours/week
- No benefits offered
- Rate of pay - \$22.00/hour

Posted until filled.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Interested and qualified candidates should submit a letter of introduction and a current resume to:
[**dkievit@ciskalamazoo.org**](mailto:dkievit@ciskalamazoo.org)

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